

25 FEB 1964

MEMORANDUM FOR: Division and Staff Chiefs, Office of Personnel

SUBJECT : Overtime

1. As you know, we have been instructed to reduce our overtime costs 25% below their FY 1963 level. On this basis, our dollar "budget" for overtime for FY 1964 is \$6,340. We have spent \$4,405 of this amount as of 31 January. At our average overtime rate, the balance of \$1,935 will buy almost 118 hours of overtime.

2. I am sure you will understand that we must restrict our use of overtime to emergency requirements in order to comply with this directive. Consequently, I shall expect you to take all possible measures to avoid situations in which overtime might be required. If you find that you have an emergency which cannot be met without overtime, you should request prior approval before authorizing any of your people to work overtime. Before granting approval, we will need to know what the work requirement is, the reasons why it cannot be accomplished during the normal workday, the estimated hours of overtime required, and the number by grade level of the people who will perform the overtime.

3. I have asked [redacted] to maintain a record of all overtime requirements and the reason for them. Consequently, you should advise her of your requirements and she will bring them to my attention [redacted]. Also, advise her of the actual hours worked when an overtime project has been completed.

4. If you anticipate any special problems which should be considered in our projection of overtime requirements, please bring them to our attention now.

[redacted]
Ernest D. Echols
Director of Personnel

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